School Transportation
Transportation Vehicle Annual Data Report (EF-T-24 form) (A District Submittal)
FAQs – Update 05/04/15

What is it?
The Vehicle Annual Data Report is one of 6 steps (request a bus, receive approval, report the bus purchase, report a bus approval cancellation, submit the safety and training annual data report, and submit the vehicle annual data report) required to participate in the Maine School Bus Purchase Program. The Vehicle Annual Data Report is an annual year-end transportation report submitted by public school districts and schools that receive state funds. The report catalogues each district vehicle (school bus, van, truck, etc.). The report provides data on the vehicle inventory, annual mileage, number of students transported per year and transportation software used by districts.

When is it due?
Each year the Vehicle Annual Data Report opens **July 1** and closes **July 31** and reports data for the fiscal year (FY) that recently closed on June 30.

Where is the report located?
The Vehicle Annual Data Report is located in the NEO Transportation system under the "**Annual Data**" tab. Select "**Vehicle Annual Data.**"

Who has access to the report?
The district superintendent, business manager and transportation director have access to the Vehicle Annual Data Report.

Where are instructions located?
Instructions for the Transportation Vehicle Annual Data Report are included in the FAQs document and located on the Maine DOE School Transportation website forms section.

How do I certify my report before it is submitted?
We recommend that the superintendent review the "**Vehicle Annual Data**" entries with the transportation director. In the future, a section will be added for the superintendent to certify the report before it is finalized and submitted.

How do I confirm that the report was submitted?
Districts can confirm submittal of their Vehicle Annual Data Report by selecting the "**Annual Data**" tab, clicking on "**Vehicle Annual Data,**" and selecting the fiscal year of the report. If a date is populated in the "**Date Completed**" column for each bus then the report has been submitted.

Who do I contact for assistance?
Contact the MEDMS Helpdesk at medms.helpdesk@maine.gov for your password or technical issues associated with access to NEO Transportation.
Contact Pat Hinckley at pat.hinckley@maine.gov for details about the content of the report
Contact your district IT department and the MEDMS Helpdesk (at medms.helpdesk@maine.gov) if you have technical difficulty with the NEO system.